

Enterprise AI Adoption Maturity — Leadership Self-Assessment Scorecard

Instructions: For each capability, score your current implementation from 1 (Ad-Hoc) to 5 (Leading). Sum the scores to determine your overall weighted maturity stage. Use this worksheet during table alignment sessions.

Capability Assessment Indicator	1 Ad-Hoc	2 Explore	3 Scale	4 Opt	5 Lead	Given Score
DIMENSION 1: Strategy & Executive Sponsorship						
Board-level AI transformation charter exists with a named executive sponsor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
AI adoption metrics and OKRs are linked directly to leadership performance reviews	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
A cross-functional AI Steering Committee meets monthly with budget authority	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Dedicated AI transformation line items exist in corporate budgeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Responsible AI policies and ethical code of conduct are signed by executive team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
DIMENSION 2: Workforce AI Literacy & Training						
A department-level AI literacy baseline survey has been completed in the last 6 months	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Role-specific learning tracks are mapped for core business units (Engineering, Operations, Legal)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Common prompt libraries are documented and version-controlled in shared directories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Minimum AI proficiency metrics are established for each job description tier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
AI upskilling completion rates and competency paths are visible to department managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
DIMENSION 3: Tooling Adoption & Copilot Deployment						
SSO-integrated, enterprise-sanctioned AI assistants are available to all roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
API keys and model credentials are dynamically rotated and stored in security vaults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
VPC isolated environments prevent proprietary prompts from training external models	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Active usage rates (WAU) are tracked separately for each purchased license seat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
A structured 30-day onboarding program exists for new hires receiving AI tool access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

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DIMENSION 4: Governance, Risk & AI Ethics						
AI usage policies are updated quarterly to align with EU AI Act and GDPR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Real-time API proxies automatically scan outgoing prompts for PII / database credentials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Vendor evaluation procedures audit AI model data governance protocols	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
An AI Ethics Review Board conducts risk reviews for custom agent deployments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Shadow AI auditing (endpoint traffic logging) is scheduled and executed regularly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
DIMENSION 5: Value Realization & Telemetry						
Adoption dashboard telemetry reports on weekly active users (WAU) per tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
At least 3 specific metrics (MTTR, PR speed) isolate AI productivity impact	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
AI subscription costs are attributed to department budgets, not general IT overhead	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Managers receive monthly automated reports detailing seat value utilization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
A central Value Realization Office (VRO) reports AI program ROI quarterly to the board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Score Range	Maturity Stage	Recommended Immediate Change Action
25 – 45	Ad-Hoc (Level 1)	Freeze license expansions. Form Steering Committee & run literacy surveys.
46 – 75	Exploring (Level 2)	Launch role-based upskilling pathways. Build sandboxed API playgrounds.
76 – 100	Scaling (Level 3)	Integrate shadow AI blocking. Hook up telemetry dashboards to track WAU.
101 – 115	Optimizing (Level 4)	Refine data filtering at API proxy layer. Automate monthly ROI reporting.
116 – 125	Leading (Level 5)	Continuous: Link AI milestones to compensation. Run quarterly red-teaming.

ASSESSMENT REVIEW & APPROVAL		
Assessed By: _____	Title: _____	Date: _____
Approved By: _____	Title: _____	Date: _____